

Risk Assessment

Trip Date(s):	Venue(s):	Researcher Name & Mobile No.:
General Description of Trip & Activity Archival research, engaging with written and visual archives (documents, diaries, sketches and paintings).		Location / Accommodation Address & Telephone:

Transport Information: Maximum Driving Time in Hours: Minibus Safety Training required:	Evacuation & Repatriation Information: Emergency Services: 999 or 112 Local Hospitals: INSTITUTIONAL Contact during Visit: DEPARTMENTAL/INSTITUTIONAL Safety Officer:
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Summary of Research Trip Organisation	
Researcher's Relevant Experience	
Knowledge of Sites Visited	
Transport	
Personal Information	

Summary Risk Evaluation				
Hazard Identified	How might someone be harmed?	Rating (HML)	Control Measures	
			What has been done already?	What further action is Required? (Include timescale and mechanism for implementation)

See below for specific details of hazards associated with each activity undertaken on the fieldwork.	See below for specific details associated with each activity undertaken on the fieldwork.	See below for specific details associated with each activity undertaken on the fieldwork.	See below for specific details of Control measures associated with each activity undertaken on the fieldwork.	Implementation of control measures in the field. Briefing students appropriately at all sites visited. This takes place before and during the fieldwork (see organisation above).
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Risk Evaluation

Details of Activity: Archival research at **LOCATION**

Date(s) when activity/work will be undertaken: TBC

<i>Hazard Identified</i>	<i>How might someone be harmed?</i>	<i>Rating (HML)</i>	<i>Control Measures</i>
Using public transport and engaging with road traffic while travelling to and around LOCATION .	<p>Road traffic accident</p> <p>Injury when boarding and disembarking trains and buses.</p> <p>Loss of valuables as a result of petty crime.</p> <p>Terrorist related injury or death</p>	M	<p>Usual precautions taken when walking on pavements and crossing roads.</p> <p>Care will be taken when boarding and disembarking trains and buses. I will hold onto rails while public transport is moving and watch my step to make sure I safely make it onto the platform/pavement.</p> <p>I will be vigilant with my personal possessions while on public transport. I will not store valuables in easily accessible pockets.</p> <p>I will be vigilant and alert to suspicious circumstances while travelling on public transport and will follow public announcements in the case of a major incident.</p>
Personal safety while in LOCATION	Theft or injury (ADD IF NECESSARY travelling alone as a young woman).	L/M	Keep valuables out of sight, keep my phone at hand, do not listen to music in headphones (which would mean I am less aware of what is happening around me).

Lone Working	Staying in LOCATION on my own and working in LOCATION on my own.	L	<p>The ARCHIVE NAME is publicly accessible and a safe space for me to be working in.</p> <p>Before leaving for LOCATION I will develop a detailed itinerary of my plans for this visit. I will leave a copy of this itinerary with INSTITUTIONAL HEALTH AND SAFETY OFFICER and a close family relative.</p> <p>When I am in LOCATION and using the NAME OF ARCHIVE I will always carry a mobile phone with me and will let a close relative know where I am, when I have arrived and when I am leaving (so they know when to expect me returning). They will be informed to contact INSTITUTIONAL security if they cannot contact me for a prolonged period of time.</p> <p>Most of the archival work will be undertaken in the library. However, some of it will involve me looking at ARCHIVE TYPE in the LOCATION, DESCRIBE LOCATION. I will make sure that I am never alone when working in this space as it is an isolated location, which is full of content which is difficult to move around and therefore prevents greater risk hazards.</p>
Physical injury from archival work	<p>Paper cuts, chest infections (from prolonged contact with dust), strained muscles (from carrying heavy archival items and leaning over while conducting archival research), and eye strain are all potential risks when undertaking archival research.</p> <p>Most of the archival work will be undertaken in the central heated and well ventilated library. However, some of it will involve me looking at ARCHIVE TYPE in the LOCATION, DESCRIBE LOCATION. Here there is a danger of tripping, stored items falling from their shelves as other items are trying to be retrieved, and extreme temperatures depending on the weather.</p>	<p>L</p> <p>M</p>	<p>Care will be taken when engaging with archives to prevent physical injury. When items are lifted I will lift from my legs (rather than with my back) and regular breaks will be taken outside of the archive space in order to mitigate the risk of chest infections and strained eyes.</p> <p>When working in this space I will never be working alone. I will not use a ladder to retrieve items from the store without the aid of a librarian and will make sure that I am wearing appropriate clothing, have regular access to water and take regular breaks from working in this space.</p>

Risk Assessors Signature:

Date: